



Valley Heights USD #498

Staff Mission Statement

As a Professional Learning Community, the Valley Heights Jr./Sr. High School staff will provide a standards based curriculum that maintains high expectations while meeting the needs and addressing the learning styles of all learners. Learning will be measured through the classroom, building, district, and state assessments. Our staff will monitor progress and provide strategies and interventions for all students to help them reach their greatest potential.

Student Mission Statement

The Valley Heights Jr./Sr. High School's Code of Conduct is based upon Five Guiding Principles:

1. I am **responsible** for my thoughts, feelings, words, actions and reactions.
2. I show **respect** and courtesy for myself and others.
3. I **contribute** to a positive learning environment.
4. I **strive** for excellence.
5. I **leave it better** than I found it.

TIMES AND TRANSPORTATION

ARRIVAL AND DEPARTURE

- The building will be open for student use at 7:00 am. Students should not arrive before that time unless arrangements have been made with a teacher. Students will stay in the commons until 7:55 am (when the bell rings). Breakfast is served from 7:35 am to 8:00 am.
- Students are not allowed in any other area of the school besides the commons area, unless sponsored by a member of the faculty.
- School Starts at 8:05 am and runs till 3:25 pm.
- Buses will leave five minutes after school is dismissed.
- If students stay after school for extracurricular activities that they are involved in, they should remain in the commons area until the activity starts or when the Activity Bus departs, or if arrangements have been made to stay after school with a faculty member.
- Unless sponsored by an adult all other students should leave the building and return when the activity is scheduled to start.

TRANSPORTATION

- Bus transportation will be provided to students to and from school. Buses will transport from both Blue Rapids and Waterville school buildings to our high school.
- Transportation may be denied to students who are detained after school for disciplinary reasons.
- The district will provide transportation for all school activities.
- Students who use school-provided transportation shall be under the jurisdiction of the vehicle driver and/or activity sponsor while in the vehicle. Students shall be subject to the district's student behavior code and other regulations developed by the superintendent and approved by the Board.
- Bus drivers shall report violations of the rules to the building principal who may discipline students. The principal or transportation supervisor may suspend or revoke

the transportation privilege of a student who violates any rule or regulation.

- When the district provides transportation to an activity, participating students are prohibited from driving personal automobiles to and from district-sponsored activities held during or after the school day.
- Students can be transported home from an activity by their parent or guardian but must check out with their sponsor / coach prior to departing.

SCHOOL BUS GUIDELINES

- Bus driver is in charge at all times.
- No swearing or inappropriate language.
- Students shall not extend any part of their body out of the school bus windows.
- No standing or walking about while the school bus is moving.
- Keep your feet and hands to yourself.
- No smoking, vaping or chewing tobacco will be permitted on the bus.
- No sharp objects of any kind or weapons will be allowed on the bus.
- No animals are allowed on the bus.
- No beverages or food will be brought onto the bus without prior approval of the teacher, sponsor, or building principal.
- No illegal drugs or intoxicating liquor or alcohol will be allowed or tolerated on the bus.
- Each driver will apply these rules to the best of their discretion.

ACADEMICS

GRADING SCALE

The following grading scale will be utilized in determining grades at Valley Heights Jr/Sr High School.

98-100 A+	88-89 B+	78-79 C+	68-69 D+
94-97 A	84-87 B	74-77 C	64-67 D
90-93 A-	80-83 B-	70-73 C-	60-63 D-
			59 and below F

GRADING POLICY

- Work turned in on time (day 1) or before the due date can receive full credit.
- Late assignments turned in on the next school day or the day following will only receive a maximum grade of 80%.
 - This would include students with unexcused absences. The maximum credit you may receive is 80%.

School Day	Maximum Percentage
Day 1 (turned in on-time)	100%
Day 2 or 3 (late)	80%
Day 4	0%

- Students attending a planned school event or excused absence (ex. sporting activity, field trip, planned doctor's appointment) have the **responsibility to collect** missing work before the event and those assignments will be due immediately upon return.
 - If a teacher does not have an assignment ready for the student before an activity, the teacher will make it available to them at the earliest time and determine a due date with the student.
- Tests/projects that are scheduled on a day that a student is reported with an unexcused absence will only receive an 80% or less as a grade. Students have to be responsible for rescheduling and will get a zero after day 3.
- Excused absences will be given the days as stated below.
 - Students will have two calendar days for each day absent (excused) to make up their work; except for ISS or OSS circumstances which would be due upon return.
 - Once the student has the extra days to make up the work, they will be subject to the policy above.
- Any work missed due to trips to the office, counselor, or any teacher during class time must be completed and turned in on time.
- Teachers may have a stricter policy upon discretion.

GRADUATION REQUIREMENTS

USD 498 requires **23** units of credit to graduate. The following are specific requirements:

- 4 units of language arts. This must include English 1, 2, 3, and 4.
- 3 units of Social Studies, which shall include one unit of US History, one unit of American Government, in the Constitution of the United States, and one unit of World Geography.
- 3 units of Science, including one unit as a laboratory course.
- 3 units of Mathematics.
- 1 unit of Physical Education.
- 1 unit of Computer Applications(required)
- .5 unit of Speech.
- .5 unit of Consumer Education
- 1 unit of Fine Arts.
- 6 units of elective courses.

EARLY RELEASE/AG INTERNSHIP

Senior students, in good standings and correct credits, may sign up for an early release. All Early Release/Ag Internships will be handled through the academic counseling office and administration.

KSHSAA ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES AT VALLEY HEIGHTS JUNIOR HIGH SCHOOL/HIGH SCHOOL

For participation in activities sponsored by the Kansas State High School Activities Association, including athletics, a student must be academically eligible.

- All seventh graders and ninth graders are automatically eligible for extra-curricular activities when they enter VH Jr/Sr High School for the first time at the beginning of the school year
- After a student is eligible as a seventh or ninth grader in his or her initial year of high school, he or she may not change high schools without forfeiting eligibility. Junior High students must forfeit 18 weeks. High school students must forfeit a full year. An exception to this is when a bona fide move is made on the part of the student's parents to a permanent residence in the vicinity of the new school to which the student transfers.
- The student making a transfer from another school could have the Valley Heights credit rule waived in favor of the KSHSAA rule (5 units passing) until they conclude a full semester at Valley Heights High School.

VHHS ELIGIBILITY REQUIREMENTS FOR PARTICIPANTS IN EXTRACURRICULAR ACTIVITIES AT VALLEY HEIGHTS HIGH SCHOOL

- Any student with quarter grades that include three (3) "D's" or one (1) "F" at the beginning of each week will be ineligible, following a one week probationary period. (Hence, if ineligible for two consecutive weeks, the student will not be allowed to participate beginning the second week.) The eligibility week consists of Monday to Sunday.
- The student shall have passed at least six(6) subjects of unit weight (or its equivalent) the previous semester or the last semester of attendance.
- A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible (i.e. summer school, credit recovery, etc.).
- A student may meet the credit requirements through classes at Valley Heights High School, or, in the case of a transfer student, from his or her previous attendance center.
- A student shall be enrolled in and attending a minimum of seven(7) subjects during the present semester.
 - Exception for seniors enrolled in an approved Early Release/Ag Intern program.
- High school students enrolled in college classes may count the college classes to meet this eligibility requirement.
- Academic eligibility will be computed on a weekly basis.
- Along with KSHSAA sponsored events, field trips and other activities that do not consist of a specific grade in a class, will also fall under the eligibility requirements.
- Students will be allowed practice time, but not participation in competitive activities.
- Ineligible students will not be allowed on the bus to an "away" activity or "dress out" for a home activity.
- Parents may call school on Monday afternoon if they wish information about their child's eligibility. Progress reports will be sent to the parents in the middle of each quarter giving specific input in regard to student progress.

PROCEDURE

- Grades for the weekly eligibility requirements will be pulled off of Powerschool during the morning of each Monday.
- Students that are found to be ineligible will be notified prior to the end of the day Monday.
- Eligibility grades will begin the third Monday of each quarter.
- Along with the eligibility requirements, teachers will place zeros in the gradebook for overdue/late assignment.
- Assignments that are overdue because of absences will follow the make up guidelines.

HONOR ROLL REQUIREMENTS

- All subjects/classes will be included when determining honor roll recognition.
- "Plus" and "Minus" are treated the same when determining the honor roll.
- Three levels of honor roll recognition that are possible to attain:
 - Principal's Honor Roll 4.00
 - Honor Roll 3.99 - 3.50
 - Honorable Mention 3.49 - 3.00
- A student may not have more than one C and no D's or F's in order to qualify for any level of honor roll.

ACADEMIC RECOGNITION

The top 10% of the graduating class will be formally recognized with High Honors. High Honors will be determined utilizing the 11-point system. In addition, any student with a 4.0 GPA, not included above, will also be recognized with High Honors.

- A student must have received all high school credit from an accredited institution to qualify for high honors.
- Valedictorian and salutatorian will be determined using the 11 point system where A+/A =11, A- =10, B+ = 9, B =8, B- =7, C+ =6, C =5, C- =4, D+ = 3, D =2, D- =1.
 - To be eligible for Valedictorian or Salutatorian a student must complete the Kansas State Board of Regents required curriculum.
 - Must be enrolled in at least one additional course requirement for the Kansas State Scholars program their senior year. This would include a fourth advanced math class, fourth advanced science class or foreign language class.
 - Possible classes could include Anatomy and Physiology, Chemistry, Physics, Spanish, College Algebra, Trigonometry, Statistics, and Pre-Calculus.
- ACT scores will be used to break any ties.

ACADEMIC LETTER REQUIREMENTS

To receive an academic letter, the following requirements must be met:

- Students must be on the honor roll all four nine weeks and have a 3.33 G.P.A. or above each nine weeks to receive a VH script letter.
- Each year, after a student meets these requirements, they will receive a gold bar.
- Students who are on the honor roll all four nine weeks and have a 3.75 G.P.A. or above each nine weeks will be given the gold star in addition to the letter and the gold bar.
- These will be awarded at the beginning of the school year at an assembly.
- Senior academic letters will be given at Awards Night, using the first three nine weeks and accumulative grades of the fourth nine weeks as of the date of Awards Night.

ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done individually.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give test or quiz answers.
- Taking a test or quiz in part or in whole to use or to give others.
- Copying information from a source without proper attribution.
- Taking papers from other students, publications, or the internet.

DAILY ATTENDANCE POLICY

Students MUST attend at least a half day of school to be eligible to participate in any school activity that is scheduled for that evening.

We know there are reasons students may need to miss school. These valid reasons are called excused absences.

Excused absences would include:

- Student sick days with parent permission are excused up to five in a semester, or seven total for an entire school year with no medical note.
- Three or more consecutive sick days must have a required medical note to excuse absence on return to school.
- Medical/Dental Appointments (must bring a note from the medical professional to excuse absence).
- County/State Court Appointments (proof of required attendance).
- Religious responsibilities.
- Death in the family.
- School Activity.
- Pre-approved absence with Administration.

Any other absences would be considered unexcused and apply towards the truancy policy. Examples:

- Parent permission/sick days over the allotted amount(listed above).
- Home chores/babysitting/work
- Missing the bus/car trouble
- Personal appointments (hair appointment, pictures, etc.)
- Overslept

Note: Absences sanctioned by the home are not necessarily accepted by the school; therefore, all foreseeable absences should be discussed with the administration before missing school.

STUDENT ABSENT DAY OF ACTIVITY

Students who do not attend school the day of an activity may not participate in activities that night.

- Students must be present no less than half of the school day prior to leaving for or attending an activity that afternoon or evening.
- The Principal may waive this due to special circumstances, i.e. funeral.
 - Special permission may be given to students who have dentist or doctor's appointments and to students who are absent in the morning and come to school in

the afternoon.

- This special permission will be with the approval of the activity sponsor or coach involved and principal.

TARDY POLICY

Students who arrive at school late or leave and then return to school must report to the office to receive a pass.

- The office staff and administration will keep track of tardies throughout each quarter.
- Tardies will be marked if a student is late to school or late to class.
- Check the Student Discipline Program below on how tardies will be handled.
- Chronic tardiness will require a team meeting with the appropriate school personnel and/or parents to determine an appropriate way forward for the student.

TRUANCY POLICY

The Kansas Truancy Code states:

72-1113(a) requires school districts to report students who are not attending school as required by law (i.e., the child is inexcusably absent from school on either 3 consecutive school days (without a medical note,) 5 school days in a semester or 7 school days in a school year) to the Department for Children and Families (DCF) if the student is less than 13 years of age or to the county or district attorney if the student is 13 years old and less than 18 years old.

~Kansas State Education Code- School administrators determine what types of absences are excused and unexcused based on state law and on the facts of the pupil's circumstances. When a child is absent from school and/or tardy in excess of 30 minutes on three(3) occasions in one school year without a valid reason, the law considers that child to be truant.

Educational Code Section 48260.5 requires us to inform you of the following:

- The parent or guardian is obligated to compel the attendance of the student at school.
- The parent/guardian has the right to meet with the school to discuss solutions.

~If a student is truant, law enforcement officers may retrieve the student from their home, return a truant child to the school where the child is enrolled, to the child's parent or guardian or to another location designated by the Board to address truancy issues. If a law enforcement official returns a truant child to school, the principal shall notify the parent or guardian.

~The building principal or designated representative is authorized to report students who are inexcusably absent from school to the appropriate authority. Prior to reporting to either D.C.F. (Department of Children and Families) or the county or district attorney, a letter shall be sent to the student's parent or guardian notifying them that the failure of that student to attend school without a valid excuse shall result in the student being reported truant.

ILLNESS AND INJURY AT SCHOOL

Students shall report to the office if they are ill. Generally, the student will be sent home after parents have been contacted. NO student is permitted to remain out of class in a restroom or other unsupervised area because of illness without notifying the office. Report to the office for emergency first aid in case of injury. Be sure that the office has a phone number where parents can be reached in an emergency.

STUDENTS LEAVING SCHOOL WITHOUT PERMISSION

Students are not allowed to leave school during school hours without permission from the office and permission from their parents/guardian.

USE OF TELEPHONE

Students are recommended to come to the office and use the office phone to contact parents.

COLLEGE VISITS

- Seniors are allowed 2 college visits per semester. Visits must be set up through or verified by a parent with the academic counselor's office three days prior to the visit.
- Juniors are allowed 1 college visit per semester. Visits must be set up through or verified by a parent with the academic counselor's office three days prior to the visit.

DAILY ANNOUNCEMENTS

- Parents and patrons may find the daily announcements on the school website. The announcements will be read to the student body at the start of first period.

EMERGENCY DRILLS

- Emergency drill information is posted in each classroom. Emergency drills will be conducted according to the guidelines established by the Kansas State Fire Marshal's Office.

PRESCRIPTION/NON-PRESCRIPTION DRUGS

- All prescription and non-prescription drugs are to be checked into the office.
- Students are not allowed to carry these items on them or keep them in their locker, unless medically permitted and documents have been signed with our school nurse.
- Parents must fill out a "Permission for Medication" form in the office for prescription medication to be dispensed.
- Office personnel will be in charge of distributing the proper medication to students.

PERSONAL VEHICLES

- Students must gain permission from the office before going to their vehicle to retrieve items during the school day.

LOCKERS

Students will be assigned a locker to use during the school year. Students are to go to lockers only at the following times: before school, between classes and after school unless they have permission from their teacher. Students are required to keep their lockers neat and the doors shut at all times.

- You must keep this locker and stay out of all others in the building.
- If your locker needs repair, notify the office.
- Do not put stickers in/on your lockers or post any inappropriate material.
- Food and drink should not be stored for extended time in your locker.
- Students are encouraged to keep their lockers locked at all times.
- The school is not responsible for any loss of money or valuables.
- Students are liable for any damage to their locker when not reported immediately to the office.

FOOD AND DRINK IN SCHOOL

Soda and energy drink products are not permitted in school except by special permission from administration. Bottled water is encouraged for students in the classroom except in the technology labs and the library. All water must be in a container with a secure lid. No other food or beverages are allowed on the carpeted areas outside of the commons.

BOOK BAGS

- **Grades 7-8** Book bags, backpacks and purses will not be allowed in classrooms and are expected to be kept in the lockers.
- **Grades 9-12** Book bags or backpacks may be used with teacher approval. Book bags that are allowed in the hallways and classrooms should not distract from the learning environment, including proper placement of bags and materials in bags. Teachers also have the discretion to limit access to the bags in the classroom dependent upon the activities in the classroom for that day.

SEMINAR

The goal of the "Seminar" is to strengthen the school curriculum and the learning environment by promoting positive student contacts and guided learning experiences.

Objectives

- To provide positive interaction with each student on a daily basis.
- To mentor each seminar student by:
 - Providing encouragement
 - Discussing academic progress
 - Setting goals and reviewing them periodically
 - Informally looking at plans and educational future
- To introduce and/or reinforce study skills.
- To provide a time of supervised study for each student.
- To re-teach and tutor students who are experiencing difficulty in the regular classroom.
- To provide enrichment opportunities.
- To allow time for clubs, organizations, pep rallies, post-high school representatives and lyceums to meet without interrupting the regular class day.
- To design activities to meet the academic and emotional needs of students.

SCHOOL DANCES

During the school year, there will be several dances sponsored by various school organizations. Dances involving the majority of the students are to be planned through and approved by the principal.

- Once a student leaves a school sponsored party or dance, he/she may not return to the dance or party.
- Any student, escort or escortee who has been drinking shall not attend a school function.
- Students will not smoke at a school function. Violators are subject to dismissal from school.
- To attend school dances, students must meet weekly eligibility requirements.
- Exception for Prom: Students must meet eligibility requirements at the end of the third nine weeks.
- Minimum age: must be in high school or a high school graduate up to the age of 20.
- All students and dates will be subject to a breathalyzer test upon entrance to the dance.

SCHOOL TRIPS

All school trips must be approved through the office. Students attending the trip must be academically eligible unless it is part of the classroom curriculum. Permission slips must be filled out and be on file with the office or sponsor before the student is allowed to attend.

ELECTRONIC DEVICES

- Only school-issued laptops/chrome books are to be used during the school day.
- Electronic devices (including tech watches) found to be in use and/or distracting to the educational process during the school day will be confiscated and turned into the office. (See Student Discipline Plan)
- Earbuds are allowed for academic use only.
- Electronic devices may be out and/or in use outside the classroom or in the cafeteria/gym during passing periods as long as they are not deemed disruptive to others. Students must continue to arrive to class promptly or this privilege may be revoked. High school lunch - Students may use personal devices during high school lunch.

SCHOOL TECHNOLOGY USAGE

CHROMEBOOK/LAPTOP POLICY AND PROCEDURES

Students who misuse their devices during normal school hours or during school activities with messaging, social media, snapchat, games, face-time, movies or other such apps that are not academic and without teacher approval will have the following actions taken. Dependent upon the content of messages, bullying, harassment or other school safety rules may be applied in addition to the behavior consequences.

- 1st offense: Staff member takes the devices and the student may retrieve it from the administration office after school or to the parent depending on the offense.
- 2nd offense: Staff member takes the devices and the student may not have access to it for a period of up to one week after a conference with the principal. The principal will talk with parents/guardians about the seriousness of further infractions.
- 3rd offense: Principal takes the devices for a minimum of one month and could extend to the remainder of the semester. Parent and student meeting is also suggested. Arrangements may be made for only in class use of devices under teacher requests/needs.
- Devices may be locked by staff or administration at any time deemed necessary.

DRESS CODE

It is our belief that a student's dress reflects directly upon a student's attitude and behavior. Therefore, certain standards of dress are expected to be upheld by students. Students are expected to dress modestly and in good taste. Each student shall be responsible for maintaining appropriate school dress and personal grooming standards, which result in a neat, clean personal appearance. Extreme or sloppy styles that are distracting and disruptive to the learning environment will not be allowed.

Administration, faculty and staff will work together to ensure that appropriate dress is maintained. If it does not appear that students have given their dress and appearance the needed attention it deserves, they may be asked to improve upon it. Students may also be removed from the classroom until they can improve their dress and appearance. Students who participate in interscholastic activities will be

expected to adhere to the personal appearance standards developed by the coaches, sponsors, and administration.

The following standards are in place at Valley Heights Jr./Sr. High School:

- Clothing must conceal undergarments at all times. (bras, bra straps, underwear, etc.). Clothing that becomes revealing when sitting or moving is not appropriate for school.
- Shirts: students may not wear see through shirts, shirts with cut off or torn sleeves, halter tops, low-cut shirts, shirts with spaghetti or narrow straps less than 1 inch wide, off-shoulder shirts, shirts with large, gaping arm holes, shirts which expose any part of the midsection (even when arms are raised), shirts promoting alcohol, tobacco, drugs, sexually suggestive messages, and shirts which have wording that indicates violence or profanity.
- Cleavage or otherwise bareness of the chest or back due to a dress or top's cut is not permissible.
- Saggy pants that expose boxers or briefs cannot be worn. Pants and jeans with excessive holes or holes which expose undergarments are not allowed.
- Shorts, skirts, and dresses: Students are not compliant with this code unless their garments are extended and cover the entire length of their fingertips when standing at normal posture.
- Accessories: Students are not to wear sunglasses, hats, caps, or any other type of head covering inside the school building during school hours, unless otherwise approved by administration. These items must be left in the student's locker and not carried around school.
- Wallet chains, collars or bracelets with spikes, and thick chains around the neck or other parts of the body are not allowed for safety reasons.
- Undergarments and Pajamas: pajamas, pajama pants or boxer shorts worn as outerwear are not allowed unless otherwise approved by administration.

DISCIPLINE PROGRAM/STUDENT BEHAVIOR

SUSPENSIONS, EXPULSIONS, AND DETENTIONS

The Board of Education and the Valley Heights schools may suspend, expel, or give an after school detention to any pupil guilty of any of the following:

- Willful violation of any published regulation or policy approved by the Board of Education.
- Conduct, which disrupts, impedes, or interferes with the operation of any public school.
- Conduct, which impinges upon or invades the rights of others.
- Conduct, which has resulted in the conviction of a pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated.
- Disobedience of an order of a teacher, police officer, or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or classroom, or impingement upon the rights of others.

TYPES OF EXPULSIONS, SUSPENSION, AND DETENTIONS

- Short Term Suspension: Not to exceed five days. In the event of OSS sessions, homework can be submitted for credit but must be turned in on the day the student returns to class.

- Long Term Suspension: Not to exceed the remainder of the current semester.
- In-School Suspension: Same length as short-term suspension, but using an altered schedule with academic work provided, with close supervision and limited activity.
- Expulsion: A student may be expelled for a maximum of 186 days.
- Detention(s): To be used for a minor infraction with 24-hour notice to be given unless shorter notice is agreeable with concerned parties.

DUE PROCESS

In case of either a short, long, or in-school suspension or expulsion, the student will be given a hearing as prescribed by the “Kansas Student Suspension and Expulsion Law,” KSA 72-8901 through 72-8906 as amended by the 2000 session of the Kansas Legislature. Parents will be notified in all cases where a suspension results.

DEFINITION OF DISCIPLINE

A process designed to teach, model, and use appropriate consequences to bring about the responsible behaviors necessary to ensure a safe, orderly, and productive learning environment by helping to change unacceptable behavior to acceptable behavior. Confidentiality among staff/team members will always be required when discussing issues.

TEACHING AND LEARNING THE INTENDED CURRICULUM

USD 498’s main objective is “Teaching and Learning the Intended Curriculum”. Valley Heights Schools want to assure the public that every student will have the best opportunity possible to learn. An effective discipline plan will:

- Provide a safe environment
- Promote an orderly environment (outside the classroom)
- Promote a productive learning environment in the classroom

Student Centered/Teacher Centered - An effective discipline plan will result in consistency among staff members. Consistency means reacting to every behavior that is inappropriate and realizing that every student doesn’t need the same consequence to change the behavior.

BELIEF STATEMENTS

- Discipline takes time. The consequences might not be immediate.
- Discipline is a part of the daily routine-not a disruption of the daily routine. The teacher needs to be prepared. Know that discipline is something with which a teacher will be dealing with. Use it as a learning opportunity.
- Self-discipline is the expected outcome.
- Every discipline situation is an opportunity to teach the expected behavior.
- Teaching and modeling appropriate behavior along with providing consequences are the best ways to help change unacceptable behavior to acceptable behavior.
- Expected behaviors must be communicated, taught, and modeled on a daily basis throughout the school year.

- In the handling of unacceptable behaviors, the focus will be on judging the behavior of the student(s), not on the judgment of the student(s).
 - A staff member will not respond to misbehaviors as if it was a personal attack on him/her.
 - Staff will act respectfully to students, parents, colleagues, and peers at all times, regardless of the students' and/or parents' behavior.
 - Teaching and learning of the intended curriculum for all students is the highest priority.
- Therefore, the misbehavior of one student:
- Will not be allowed to interfere with the learning opportunities of another student.
 - Will not be allowed to interfere with the teachers' responsibility to teach all students.
 - Will not excuse the misbehaving student from the opportunity to successfully complete the learning objectives.
- Parents have a responsibility to ensure that their student(s) behaviors do not take away from a safe and productive learning environment for others.
 - Staff will handle all discipline situations in a professional manner.
 - We believe that teaching and learning time should be protected/guarded as much as possible.
 - Students will behave respectfully to ALL adults, not just teachers.
 - Responsible behavior is required by all during the school day, while on school property, or when representing USD 498 or Valley Heights Schools at extracurricular activities and field trips.

BEHAVIOR EXPECTATIONS

- Students and staff will demonstrate self-respect, respect for others, and respect for all things in their environment, i.e. the building, others' property, etc.
- A safe and positive learning environment will be maintained for all individuals at school and school-related activities.
- Conflicts will be handled without the use of violence or threats of violence and with respect for the rights of all.
- High expectations in the areas of teaching and learning will be maintained at all times.
- Students, parents, and staff will work cooperatively toward the success of all.
- Students will be expected to respond and act appropriately to all reasonable requests from staff members.

Levels of Disruptive Behaviors - outlined below are common student offenses with consequences for each.

<u>Behavior</u>	<u>Consequence (First Offense)</u>	<u>(Second Offense)</u>	<u>(Third Offense)</u>
Academic dishonesty	0 for assignments, 2 pts		
Alcohol possession	3 days OSS, 12 pts	5 days OSS, 20 pts or Expulsion	

<u>Behavior</u>	<u>Consequence (First Offense)</u>	<u>(Second Offense)</u>	<u>(Third Offense)</u>
Academic dishonesty	0 for assignments, 2 pts		
Bullying	Notify parents	Detention or ISS	OSS
Bus violation	Notify parents, possible discipline	3 day suspension from bus, notify parents	5 day suspension from bus, notify parents
Cell Phone/Tech. Watch/Ear Bud violation	Confiscate for the day; 1 pt	Confiscate day, 2 pt, 25 min Det.	Confiscate day, 3 pts, 50 min Det.
Dress code violation/hats/hoods	Warning, 1 pt	1 pt, 25 min Det.	2pts, 50 min Det.
Disruption	1 pt, 25 min Det.	1 pt, 50 min Det.	Principal's discretion
Defiance	1 pt, 25 min Det.	2 pt, ISS	Principal's discretion
Drug influence/possession	15 pts, LTS or Expulsion		
Chromebook/Laptop	See Chromebook/Laptop Section of Handbook	See Chromebook/Laptop Section of Handbook	See Chromebook/Laptop Section of Handbook
Fighting	3-5 days ISS/OSS, 4 pts/day of OSS	5 days OSS, LTS recommended	
Food fight	1 day OSS, clean cafeteria		
Inappropriate behavior	25 min Det., 1 pt	50 min. Det, 1 p	
Lighter	Confiscate, 50 min Det., 2 pts		
Missed 20 min det	50 min Det., 1 pt		
Missed 50 min det	ISS		
Vehicle violation	25 min Det.	25 min Det.	ISS
Pass violation	25 min Det., 2 pts		
Pocket knife and other hand tools	Confiscate, 1 pt.	Confiscate, 2 pts.	Confiscate, 3 pts. And 25 min. Det.
Possession of tobacco/vape pen or supplies	ISS, 3 pts, MSCO sheriff notified		
Public display of affection	25 min Det., 2 pts		

<u>Behavior</u>	<u>Consequence (First Offense)</u>	<u>(Second Offense)</u>	<u>(Third Offense)</u>
Academic dishonesty	0 for assignments, 2 pts		
Smoking/vaping on school grounds	1 day OSS, 5 pts, MSCO Sheriff notified	2 day OSS, 8 pts, MSCO Sheriff notified	
Student sent to office	50 min det, 2 pts		
Tardies	3rd - 25 min Det.	5th - 50 min Det.	5+ - ½ day ISS, 1 pt
Theft	3 OSS, 12 pts		
Threats	3-5 days OSS, 4 pts/day of OSS		
Tobacco use	1 ISS, 5 pts		
Unexcused absence	ISS, 4 pts		
Weapons	Expulsion		
Pocket Tools	Confiscation, 25 min. Det.	Confiscation, 50 min. Det., 1 pt.	

Points will accumulate each semester. Should a student reach 15 points, there will be a mandatory hearing with administration to determine future academic services for the student.

All detentions will be served with the teacher or administration.

BEHAVIORS THAT CONTRIBUTE TO AN UNSAFE ENVIRONMENT

POSSESSION OF WEAPONS

1. Any **FIREARM** (gun or explosive device) or other dangerous weapons will not be allowed on school property for any reason.
Consequences - The police will be called immediately, and the student shall be suspended for five days with a due process hearing and recommendation of long-term suspension or expulsion for up to 186 days.
2. **KNIFE** or any other weapon with a sharp edge or point (razor, sword, etc.)
 - a. If the weapon was used in a fight or to threaten someone.
Consequences - The police will be called immediately, and the student shall be suspended for up to five days with a due process hearing. It is at the discretion of the principal to call the police or to recommend long-term suspension or expulsion.

- b. If the weapon is found in possession of a student who intentionally brought it to school because of a conflict the student has with another individual.
Consequences - The student shall be suspended for up to ten days with a due process hearing. It is at the discretion of the principal to call the police or to recommend long-term suspension or expulsion.
- c. If a student is found with a knife or some type of weapon with a sharp edge or point with no intention of using it as a weapon to harm or threaten someone.
Consequences - The student will be suspended for at least one day. The length of the suspension will be at the discretion of the principal.
- d. If a student is found with any other type of weapon (slingshot, brass knuckles, etc.) with no history of aggression and no intention of using it in any manner that could harm another individual.
Consequences - This will be decided at the discretion of the principal, but some action should be taken. (At least one day of OSS will be recommended).

USE OF WEAPON or other objects used as a weapon to harm or threaten another individual. All incidents where a weapon is used or any object is used to cause bodily harm or to threaten another individual.

Consequences - The police will be called immediately, and the student will be suspended for up to five days with a due process hearing and a recommendation of a long-term suspension or expulsion.

FIGHTING- Any student involved in hitting or kicking another person in anger with the intent to harm, regardless of the reason. (Principal discretion is allowed regarding the punishment of elementary offenses.)

Consequences - The student will receive a suspension (OSS/ISS) for 3-5 days. It does not matter who hit first. If it can be determined that one student is the aggressor or has been involved in other fights, this student can be suspended for a more extended period, including 5 days with a due process hearing. If it can be determined that one party did not retaliate, then no punishment of that student will be given.

ASSAULT AND INTIMIDATION (VERBAL/NONVERBAL)

- Students who physically assaults another student
Consequences - The student will receive a suspension (OSS/ISS) with the possibility of a due process hearing.
- Verbal assaults or intimidation
Consequences - This will be decided at the discretion of the principal. The student's behavior for the current school year should be reviewed before administering the consequences.
- Instigating a Fight
Consequences - This will be decided at the discretion of the principal.

TOY REPLICA OF WEAPONS

Consequences - This will be decided at the discretion of the principal. The reason for bringing the object to school should be considered as well as how real the replica looks when compared to the real thing.

GROSS DISRESPECT OF AN ADULT

Just as it is expected of adults to respect students at all times, it is also required for students to respect all adults and to respond to any reasonable request made of them. Any student who responds to an adult with profanity, name-calling, and outright defiance will receive an immediate referral to the principal.

Consequences - The student must receive at least a one day ISS. The student's behavior for this school year should be reviewed before administering the consequences. Parents will be notified.

PUBLIC DISPLAY OF AFFECTION

Valley Heights recognizes that genuine feelings of affection may exist between students. However, students shall refrain from all Public Displays of Affection (PDA) while on campus or while attending and/or participating in a school-related activity.

- Being overly affectionate at school can be offensive and is generally in poor taste. The expression of feelings toward one another is a personal concern between the two individuals and thus should not be shared with others in the general vicinity.
- PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Some specific examples of PDA include but are not limited to: excessive hugging, kissing, holding hands, touching faces, sitting on another student's lap, and putting legs across another student's lap.

POLICIES/PRACTICES

DRUG FREE SCHOOLS POLICY

As a condition of continued enrollment in the district, students shall abide by the terms of this policy. Students shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances or alcoholic beverages on school district property or at any school activity. The consumption and/or possession of any alcoholic beverage by students is prohibited in any attendance center, on school grounds or at any school-sponsored activity. Any student who consumes any alcoholic beverage or drugs before entering school grounds or an attendance center, at any school-sponsored activity off school grounds or traveling to and from any school-sponsored activity, shall be refused entrance and admission and may be suspended or expelled in accordance with the provisions of state law. "Before" is defined as a noticeable sign of alcohol on their breath or in other ways appears to be under the influence of alcohol. An alcoholic beverage is defined as a substance prohibited under present Kansas Laws relating to driving under the influence. Any student violating the terms of this policy shall be reported to the appropriate law enforcement officials, and shall be subject to any one or more of the following sanctions:

1st Offense: A first time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension;
- Suspension from all student activities for a period of not less than one week and no more than one month.

2nd Offense: A second time violator shall be subject to the following sanctions:

- A punishment up to and including long-term suspension;
- Suspension from all student activities for a period of not less than two weeks and no more than two months;

- A student placed on long term suspension under this policy may be readmitted on a probationary status if the student agrees to complete a drug and alcohol rehabilitation program.

(Name(s) of acceptable programs are on file with the Board Clerk.)

3rd Offense: A student who violates the terms of this policy for the third time, and any subsequent violation, shall be subject to the following sanctions:

- A punishment up to and including expulsion from school for the remainder of the school year;
- Suspension from participation and attendance at all school activities for the year;
- A student who is expelled from school under the terms of this policy may be readmitted during the term of the expulsion only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable facility.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights contained in board policies and Kansas Statutes, K.S.A. 72-8901, et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If the student agrees to enter and complete a drug education or rehabilitation program, the cost of such program shall be borne by the student and his or her parents/guardian.

A list of available programs, along with names and addresses of contact persons for the program, is on file with the Board Clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

TOBACCO USE/VAPING POLICY

Smoking by students and/or the possession and use of any other tobacco product (including e-cigarettes and/or vapor pens) is prohibited in any attendance center, at school-sponsored events or on school property. Administrators may report students who are in violation of this policy to the appropriate law enforcement agency.

If students are caught vaping or with vaping devices, they will be confiscated, law enforcement will be called and a ticket will be issued.

- 1st Offense - One day ISS
- 2nd Offense - Two day ISS and a parent conference.
- 3rd Offense - Parent meeting will be held to deem further action.

WEAPONS AND DESTRUCTIVE DEVICES

As used in this policy, the term "weapon" and/or destructive device means:

- Any item being used as a weapon or destructive device;
- Any facsimile of a weapon;
- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described in the preceding example;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary or poison gas, bomb, grenade, rocket, mine or similar device;
- Any bludgeon, sand club, metal knuckles or throwing stars;
- Any knife or knifelike item;

- Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

PENALTIES FOR POSSESSION

- Possession of a firearm or other weapon or facsimile of a weapon shall result in expulsion from school for a period of one calendar year, except that the superintendent may recommend that this expulsion requirement be modified on a case-by-case basis.
- Students violating this policy shall be referred to the appropriate law enforcement agency(ies) and if juvenile, to SRS or the Commissioner of Juvenile Justice.

BULLYING

Section 1. K.S.A. 2007 Supp. 72-8256 is hereby amended to read as follows: 72-8256. (a) As used in this section:

“Bullying” means: (A) Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student’s or staff member’s property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or

“Cyberbullying” - means bullying by use of any electronic communication device through means including, but not limited to email, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

- Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205, and amendments thereto.

SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or to school staff when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of the individual's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive academic environment. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades, participation in extra-curricular activities, etc.

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or

students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for an employee to sexually harass a student, for a student to sexually harass another student, or for an employee to discourage a student from filing a complaint or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

When acts of sexual harassment or other violations of this policy are substantiated, appropriate action will be taken against the individual.

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

RACIAL HARASSMENT

The Board of Education is committed to providing a positive and productive learning and working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Discrimination or harassment on the basis of race, color or national origin ("racial harassment") shall not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

RANDOM DRUG TESTING POLICY (USD 498 POLICY)

Students that participate in KSHSAA or Valley Heights extra-curricular activities, must participate in the Random Drug Testing Policy outlined by the Valley Heights Board of Education. Copies of the Board Policy will be available upon request.

- Refusal to take a test if randomly selected results in a presumed positive and will result in a \$75 charge (drug testing company fee.) The student will have the same consequences as a positive result.
- Positive results will be considered violations of the Valley Heights Alcohol, Drug and Tobacco Policy.
- Positive results will result in 1 Day ISS.